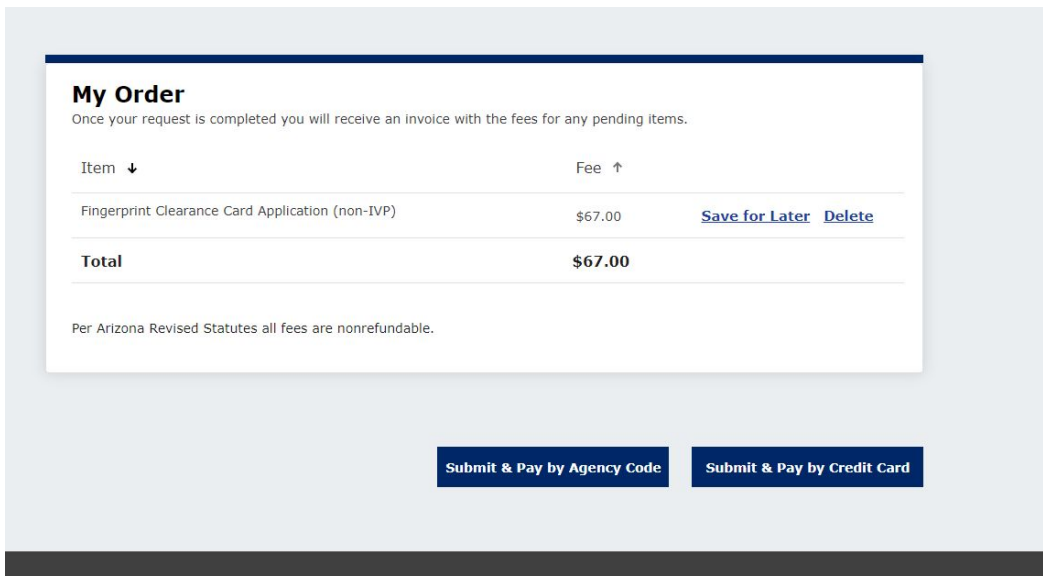


DPS Guidance Document Fingerprinting Application

The applicant will need to register their own **INDIVIDUAL** account and apply from that account.

When they get to the “My Orders” page to pay they can select either “Submit and Pay by Agency Code” or “Submit and Pay by Credit Card”. If they have been supplied an agency code from DCS or DES they should know to select “Submit and Pay by Agency Code”.



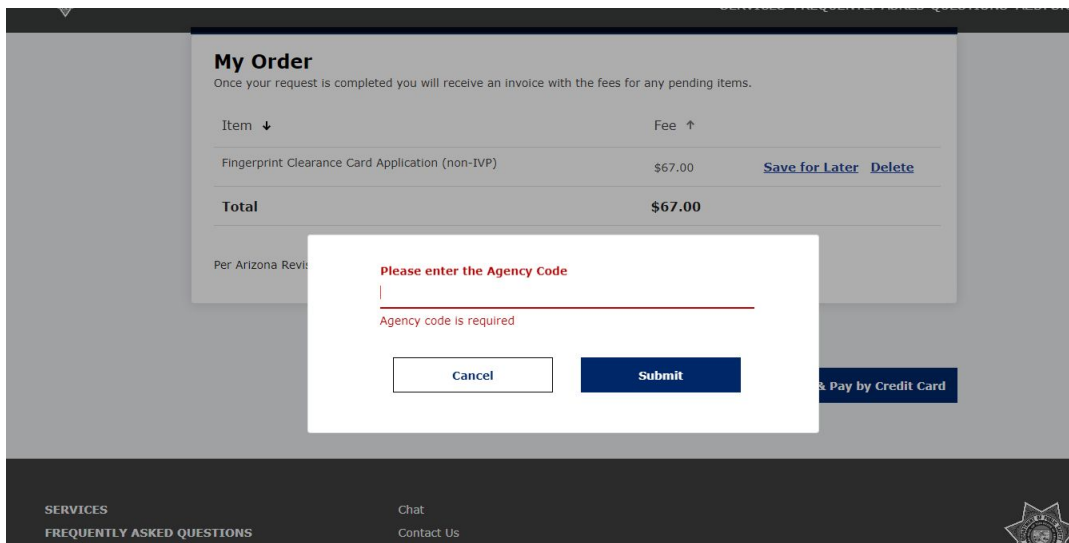
My Order
Once your request is completed you will receive an invoice with the fees for any pending items.

| Item ↓ | Fee ↑ | |
|--|----------------|---|
| Fingerprint Clearance Card Application (non-IVP) | \$67.00 | Save for Later Delete |
| Total | \$67.00 | |

Per Arizona Revised Statutes all fees are nonrefundable.

[Submit & Pay by Agency Code](#) [Submit & Pay by Credit Card](#)

When they select “Submit and Pay by Agency Code” a window will open for them to enter the agency code:



My Order
Once your request is completed you will receive an invoice with the fees for any pending items.

| Item ↓ | Fee ↑ | |
|--|----------------|---|
| Fingerprint Clearance Card Application (non-IVP) | \$67.00 | Save for Later Delete |
| Total | \$67.00 | |

Per Arizona Revised Statutes all fees are nonrefundable.


Please enter the Agency Code

Agency code is required

[Submit & Pay by Credit Card](#)

SERVICES
FREQUENTLY ASKED QUESTIONS

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A valid code will cause the application to be submitted and a message on how to get printed will be sent to the applicant’s Portal message center along with the Reference # (application number).

Once they receive that message in the message center, they can use the reference number and the information they entered to go get printed. The message further explains the paper and electronic process with a link to the Gemalto website:

The applicant will need to use the FP Billing Code and its associated Password to pay for the \$6.25 fee

ACTION NEEDED: Application pending fingerprints

From: Fingerprint Clearance Cards

Date: 12/07/2020

Your reference number is XXXXXXXXXX. You will need this number for fingerprinting.

Those present in Arizona have the option to submit fingerprints in two ways.

Electronic Fingerprinting - Your fingerprints will be submitted to DPS from the electronic fingerprinting vendor, Gemalto. **You must first register with Gemalto before proceeding to a fingerprint site.**

After you register with Gemalto, you will be given a Registration ID to take to the Gemalto fingerprint site. They will charge a fee for fingerprinting services.

Register at this site first: <https://pci.aps.gemalto.com/azperlpub/landing.pl>

Paper Fingerprinting - Your fingerprints will be submitted to DPS on a paper fingerprint card.

You can go to your local police department, sheriff's office or local fingerprinting services to be printed. They may charge a fee for fingerprinting services.

If you need a blank fingerprint card, request one from us by replying to this message and tell us you would like a blank fingerprint card to take with you to get printed.

Please include your Reference Number along with your fingerprint card upon returning your fingerprints to DPS. You can return your fingerprints via mail to: P.O. Box 18390 Phoenix, AZ 85005.

Thanks,
The AZ DPS Team

If an improper agency code is used the following message will appear:

SERVICES FREQUENTLY ASKED QUESTIONS AZDPS.GOV

The Agency Code is not valid.

| Item ↓ | Fee ↑ | |
|--|----------------|---|
| Fingerprint Clearance Card Application (non-IVP) | \$67.00 | Save for Later Delete |
| Total | \$67.00 | |

Per Arizona Revised Statutes all fees are nonrefundable.

Submit & Pay by Agency Code

Submit & Pay by Credit Card

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DPS has established a policy in their Clearance Card Unit that DPS **WILL NOT** provide an agency code or confirm if a code they have is valid.

DPS will only tell them the code is case sensitive and for all other requests they must contact the proper regulating state agency.